



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

FIRE PREVENTION DIVISION
INFORMATIONAL BULLETIN FOR DEVELOPERS, ARCHITECTS AND ENGINEERS
Revised July 14, 2004

Due to the continued high volume of plan submittals and fire inspection requests, the Elk Grove Community Services District Fire Department has reorganized its operational priorities. This reorganization allows staff to more effectively process plans and inspections. **The following changes are effective immediately:**

- **PLAN SUBMITTAL:**

Effective July 1, 2004, the location to submit plans is at Elk Grove City Hall at 8400 Laguna Palms Way at the "Fire/Parks" counter. The Elk Grove CSD, in cooperation with the City of Elk Grove, has provided a location where developers, architects and engineers can make "one stop" and conduct business with both the Building Department and the Fire Department. Two sets of plans, stamped and wet-signed by the architect or engineer, are required at the time of plan submittal. In addition, all plan review fees are required at the time of plan submittal. Checks shall be made out to the "Elk Grove CSD Fire Dept." If you have any questions regarding plan submittal requirements, please contact Joanna Rains at 916.478.3653.

- **PLAN REVIEW:**

Uninterrupted time for our inspectors to perform plan checking is critical to the timely and quality processing of the plans. During these periods, fire inspectors will **not** normally be available for phone calls, inspections or unscheduled customer walk-ins.

- **INSPECTIONS:**

Inspections must be scheduled via the Inspection Hotline at 916.685.1772 and will be conducted on a first-come, first-served basis. Please note that we may not be able to meet our normal 48-hour turn-around time during high volume requests for inspections. It is essential that inspection requests occur as far in advance as possible to ensure that the inspection may be handled in a timely manner.

- **COUNTER HOURS:**

If you have any questions about the plan submittal process, you may contact Joanna Rains at 916.478.3653 or go in to the fire department counter at City Hall, 8400 Laguna Palms Way, Monday through Friday, 8 am to 12 noon or 1 pm to 5 pm. Meetings with the fire inspectors shall be scheduled in advance by contacting them at their direct phone lines. (See below "Meetings/Appointments")

- **MEETINGS/APPOINTMENTS:**

Meetings and appointments should be scheduled (in advance) with the appropriate fire inspector for the project. To prevent confusion and duplication of efforts, please attempt to work with your assigned inspector as follows:

- a. District 1:
Inspector Amber Anderson
Office: 916.405.7105
Pager: 916.423.4702
Email: amberanderson@egcsd.ca.gov



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- b. District 2:
Inspector Carol Wright
Office: 916.405.7112
Pager: 916.423.4817
Email: carolwright@egcsd.ca.gov
 - c. District 3:
Inspector Bryan Clark
Office: 916.405.7104
Pager: 916.423.4718
Email: bryanclark@egcsd.ca.gov
 - d. District Floater:
Inspector Barbara Easter
Office: 916.405.7113
Pager: 916.432.4834
Email: barbaraeaster@egcsd.ca.gov
- **SPECIAL ISSUES:**
 1. Plan reviews are conducted in the order received, regardless of the type or size of the submittal/project. In order to process the plan submittals in a timely manner, please be certain that ALL submittals include two (2) sets of plans and specifications, the Elk Grove CSD Fire Department application form, AND all required plan check fees (Checks should be made out to "Elk Grove CSD Fire Dept."). If submittals are missing any of the required information/fees, plans will be placed "On Hold" and will not enter the plan review line-up until the date that the required information/fee is received.
 2. Requests for residential subdivision Permit Release Letters cannot be processed until the project civil engineer has verified by fax (916.685.6622) that the following required items have been completed: all required fire access roadways are paved, all street signs are installed, all fire hydrants are installed with concrete pads at the base and 20" inches of clearance from the lowest valve stem to the finished grade, painted white and working properly, multi-agency signed set of civil plans has been received, and all address information and required fire flow letters have been received by the fire department. After the civil engineer's verification letter has been faxed, you may request an inspection for the subdivision via our inspection hotline at 916.685.1772.
 3. Partial inspections are offered on an overtime basis and inspector availability only. (Refer to the Basic Inspection Schedule for guidance on how inspections are handled by this department). Failed inspections beyond the allotted plan check fee amount as shown on our fee schedule will result in a fee of \$214.00 (per Ordinance No. 7) for each reinspection. Inspectors delayed by the contractor from beginning a scheduled inspection for the contractor by more than 15 minutes will result in a failed inspection and the contractor will be charged a reinspection fee. This fee must be paid at Elk Grove City Hall at the Elk Grove CSD Fire Department counter at 8400 Laguna Palms Way, Elk Grove, CA 95624. All reinspection fees must be paid prior to requesting a reinspection via the Inspection Hotline at 916.685.1772.
 4. In order to facilitate all inspections and plan reviews, please ensure that you take the time to do the following:



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- a. Make sure that the approved ***Fire Department*** plans and permit card are on-site and available to the fire inspector. Failure to have the approved Fire Department plans on-site will necessitate a reinspection. See Item #3 above.
- b. If you need to cancel a scheduled appointment, please call **916.405.7100** immediately or a reinspection fee will be charged if the inspector shows up for a cancelled appointment.
- c. Prepare in advance for your scheduled inspection by confirming that all the work is completed, pre-testing of all fire protection and fire alarm systems has occurred, all hydrostatic pressures are stable and adequate (if applicable), the approved Fire Department plans and permit card are on-site and available, and that the person responsible for the inspection is available on-site with the required equipment and, if necessary, additional personnel.

Thank you in advance for your understanding and patience with us as we strive to maximize the use of our resources for your benefit. The Elk Grove CSD Fire Department staff appreciates your commitment to fire and life safety within our community.